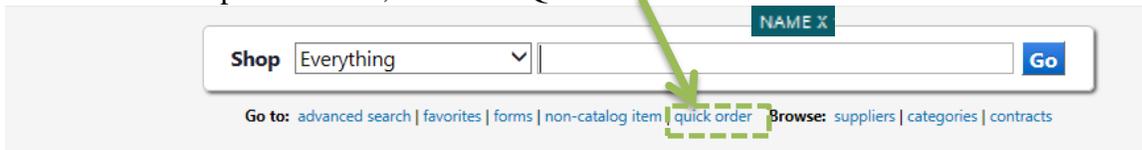


Using Quick Order

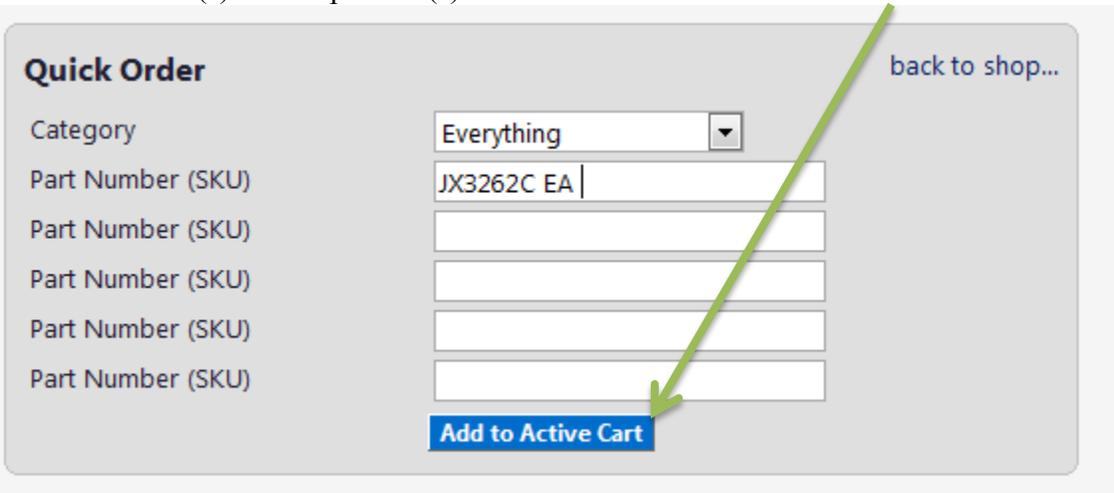
The Quick Order feature within WISBuy is used when an item number is already known and users would like to quickly place an order using that number.

1. Under the Shop search box, select the Quick Order link.



The screenshot shows the top navigation bar of the WISBUY website. On the left, there is a 'Shop' dropdown menu currently set to 'Everything'. To its right is a search input field with a 'Go' button. Below the search bar, a horizontal menu contains several links: 'advanced search', 'favorites', 'forms', 'non-catalog item', 'quick order', 'Browse: suppliers', 'categories', and 'contracts'. The 'quick order' link is highlighted with a green dashed box, and a green arrow points from this link towards the next step's instructions.

2. Up to five products can be added to the cart at one time using the Quick Order feature. Enter the item number(s) for the product(s) to be ordered and select “Add to Active Cart”.

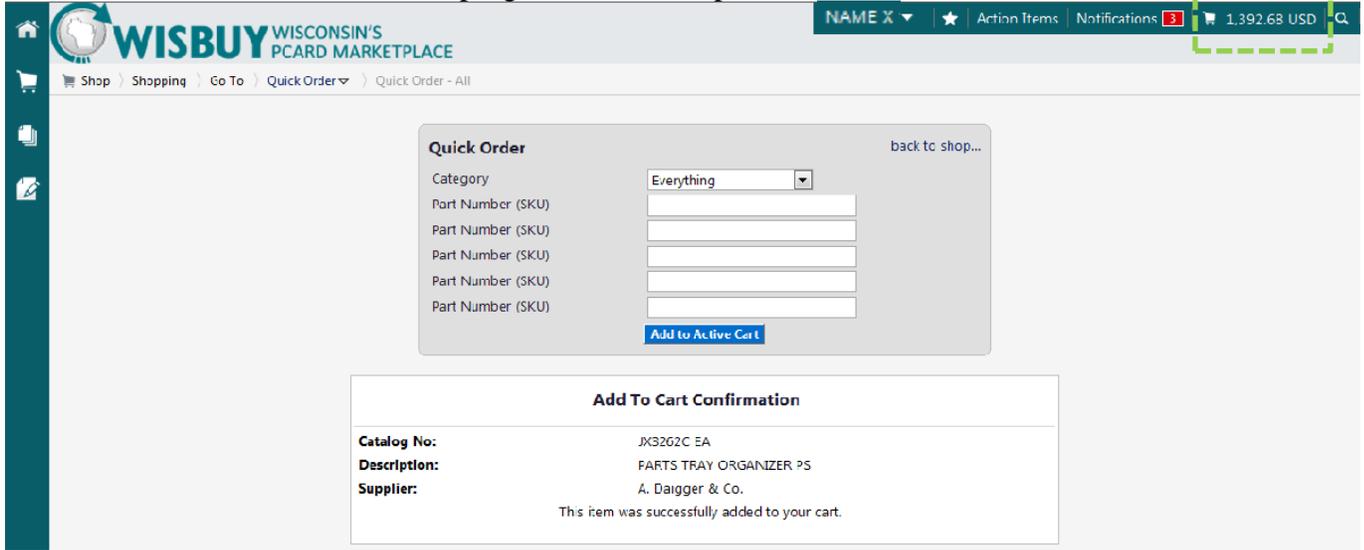


The screenshot shows the 'Quick Order' form. At the top right of the form is a link that says 'back to shop...'. Below this is a 'Category' dropdown menu set to 'Everything'. There are five input fields for 'Part Number (SKU)'. The first field contains the text 'JX3262C EA'. At the bottom of the form is a blue button labeled 'Add to Active Cart', which is highlighted with a green arrow pointing from the text above.

3. Once the item or items have been added, an “Add to Cart Confirmation” message should appear.

Add To Cart Confirmation	
Catalog No:	JX3262C EA
Description:	PARTS TRAY ORGANIZER PS
Supplier:	A. Daigger & Co.
This item was successfully added to your cart.	

4. Also, the active cart box in the top right corner will update to reflect the new addition.



The screenshot shows the WISBUY Wisconsin's PCard Marketplace interface. At the top right, the cart box displays a total of 1,392.68 USD. The main content area features a 'Quick Order' form with a category dropdown set to 'Everything' and five input fields for 'Part Number (SKU)'. Below the form is an 'Add to Active Cart' button. A confirmation message below the form states: 'Add To Cart Confirmation', 'Catalog No: JK32G2C EA', 'Description: PARTS TRAY ORGANIZER PS', 'Supplier: A. Daigger & Co.', and 'This item was successfully added to your cart.'

This concludes the lesson on Using Quick Order in WISBuy. For further assistance, please contact doawispro@wisconsin.gov or visit the website.